

2004 September-November Manager and Supervisor Orientation Program

PROGRAM SERIES ANNOUNCEMENT

Registrations are now being taken for the 2004 September-November Manager and Supervisor Orientation Program series. The series will begin with the Performance Management module on September 29, 2004.

MODULES TO BE OFFERED

Please refer to the attached 2004 September-November Program Schedule for specific module dates, times, locations and learning objectives.

- | | |
|---------------------------|-------------------------|
| 1. Performance Management | 4. Safety and Health |
| 2. Human Resources | 5. Reasonable Suspicion |
| 3. Labor Relations | 6. Financial Reporting |

WHO SHOULD ATTEND

The program is open to all leadership within DMB. New managers and supervisors are strongly encouraged to attend all the modules in this program. Others may take any one, or all of the modules they are interested in. The Reasonable Suspicion module is MANDATORY for ALL department managers and supervisors who do not have a form in their personnel file indicating that they have received training in reasonable suspicion.

HOW TO REGISTER

Managers and supervisors interested in attending any of these modules should obtain permission from their immediate supervisor.

Please register through your office training contact. For your information, the name of each office training contact is listed on the 2004 September-November Program Schedule.



**DEPARTMENT OF MANAGEMENT AND BUDGET
ORGANIZATIONAL SERVICES-ORGANIZATIONAL DEVELOPMENT DIVISION**